

## Using Winlink Express for Shelter Reports

Winlink Express can be utilized to provide population reports from shelters during an exercise or real event. Before beginning this report, ensure you have obtained the latest shelter statistics to include general, special needs, and pet population (if applicable.) If the shelter is a special needs shelter, please also obtain the number of special needs staff and caretakers.

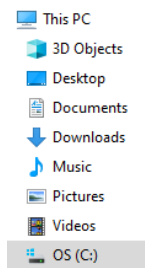
*This document assumes that you already have Winlink Express installed and configured on your computer and that you are using Windows 10. Left click means pressing the left button on your computer's mouse. Right click means pressing the right button on your computer's mouse.*

1. On the computer you are using, verify that the 4 files pictured appear in your C:\RMS Express\Global Folders\Templates folder on your hard drive. To do this:

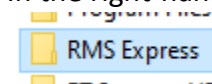
- a. Click the file explorer icon in your taskbar



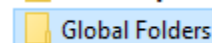
- b. Under "This PC", select your C: drive



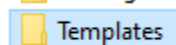
- c. In the right-hand pane, double click "RMS Express"



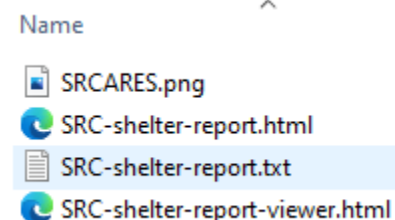
- d. In the right hand pane, double click "Global Folders"



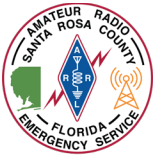
- e. In the right hand pane, double click "Templates"



- f. Verify that these 4 files exist in the "Templates" folder

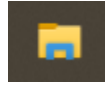


- i. If the files exist, skip to step 2.
- ii. If the files do not exist, download them from [this link](#) (single click "this link")

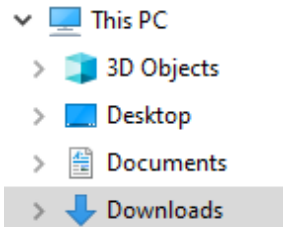


## Using Winlink Express for Shelter Reports

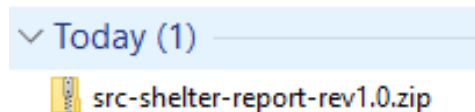
- iii. The files should download to your “Downloads” folder
- iv. Click the file explorer icon in your taskbar at the bottom of your screen



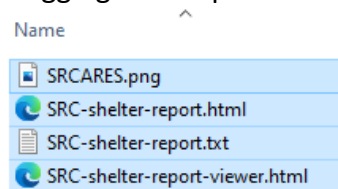
- v. Select the “Downloads” folder



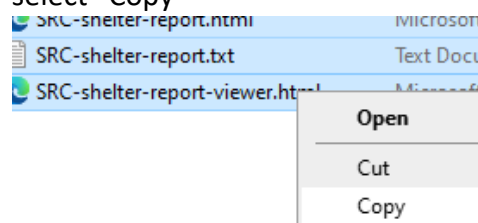
- vi. In the right-hand pane, double click “src-shelter-report-rev1.0.zip”



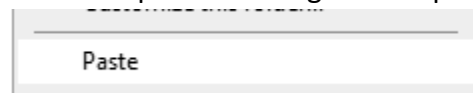
- vii. Single left click in the right-hand pane in the open space. On your keyboard press the “CTRL” and “A” keys together at the same time. All files should highlight. You can also highlight them by clicking and dragging over top of the files.



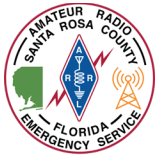
- viii. With all the files highlighted, right click one of them with your mouse and select “Copy”



- ix. Repeat steps 1a through 1e
- x. In the blank space in the right-hand pane, right click and select “Paste”



- xi. The 4 files described in step 1f should now appear.

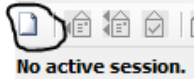


## Using Winlink Express for Shelter Reports

2. Launch Winlink Express on your computer by double clicking the desktop icon



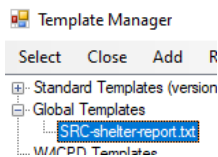
3. Compose a new message by clicking the white paper button located in the toolbar



4. If using an ARES provided computer, ensure the call tactical call sign of the shelter you are at is listed in the "From" box.

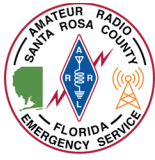
From:

- a. If using a personal computer, use your personal call sign instead
  - b. Milton Community Center – "NFL-SRCMCC"
  - c. Avalon Middle School – "NFL-SRCAMS"
  - d. Bennett Russell Elementary – "NFL-SRCBRE"
  - e. Sims Middle School – "NFL-SRCSMS"
  - f. Jay High School – "NFL-SRCJHS"
5. Click the "Select Template" menu
  6. The "Template Manager" window will open. Expand "Global Templates" and double left click on "SRC-shelter-report.txt"



7. A web browser window will open displaying the "Santa Rosa County Shelter Report"

8. Fill out the information in the form. The top of the form uses the standard radiogram fields.
  - a. In the "No" field, enter a message number beginning with the 2 digit year, followed by sequential number beginning with 001 that you will increment by 1 with each new report.
  - b. In the "Precedence" drop down box, select "Routine"
  - c. The "HX" box can be left as ---
  - d. In the "Org Station" box, enter your call sign
  - e. In the "Org Location" box, enter the current city and state you are located in



## Using Winlink Express for Shelter Reports

- f. Single left click with your mouse in the “Time” field. A window will come up displaying your systems current time. Verify the time and click “OK”

**This page says**  
Time - may be changed as needed:

10:43	<b>OK</b>
-------	-----------

- g. Single left click with your mouse in the “Date” field. A window will come up displaying your systems current date. Verify the time and click “OK”

**This page says**  
Date - may be changed as needed:

3-25-2021	<b>OK</b>
-----------	-----------

- h. Verify your information in the top portion of the form

No 21001	Precedence Routine	HX ---	Org Station W4CPD	Org Location Milton, FL	Time 10:43	Date 3-25-2021
-------------	-----------------------	-----------	----------------------	----------------------------	---------------	-------------------

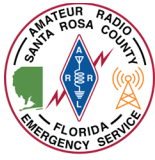
- i. In the “To” field, verify “NFL-SRCEOC” is entered  
 j. In the top “Position” field, verify “Santa Rosa County EOC” is entered  
 k. In the “From” field, enter the tactical call sign for your assigned shelter from step 4  
 l. In the second “Position” field to the right of the “From” field, verify “ESF-2 ARES” is entered  
 m. In the “Subject” field, enter the name of the shelter followed by the word “Count”. For example, if at the Milton Community Center, enter “Milton Community Center Count”  
 n. Verify the information in the center portion of the form

To: NFL-SRCEOC	Position: Santa Rosa County EOC
From: NFL-MCC	Position: ESF-2 ARES
Subject: Milton Community Center Count	

- o. In the bottom, “Hourly Report” section:

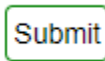
- i. Single left click with your mouse in the “Time” field. A window will come up displaying your systems current time. Verify the time and click “OK”
- ii. Single left click with your mouse in the “Date” field. A window will come up displaying your systems current date. Verify the time and click “OK”
- iii. Enter the current population obtained from the shelter manager for each of the categories in the report

Message		Hourly Report		one word per cell					
RPT DATE	3-25-2021	RPT TIME	12:20	GENERAL	10	SPECIAL NEEDS	3	PETS	2
SPECIAL NEEDS STAFF	1	SPECIAL NEEDS CARETAKERS	3						



## Using Winlink Express for Shelter Reports

9. Upon completion of the form, review your entries for correct spelling and appropriate information then click “Submit” at the bottom of the form.



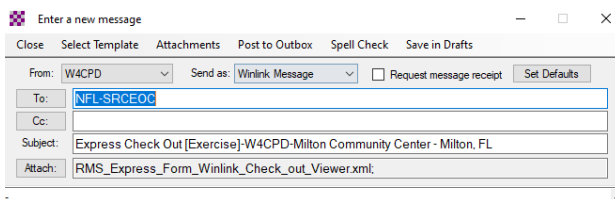
10. A message will display advising you to click “OK” and then close your web browser window.

**This page says**

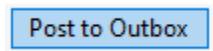
To complete your form submission, click OK and close the open browser window. You will return to the new message window so you can post your message to the outbox.



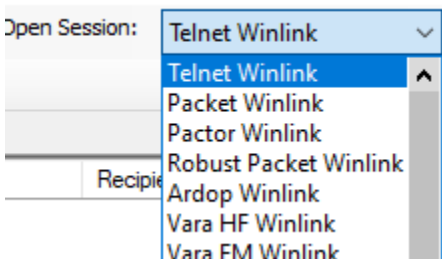
11. Once you close your web browser, you should see a fully completed Winlink message. **Do not change** anything.



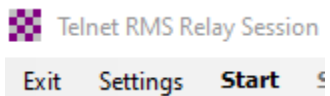
12. In the menu bar, click “Post to Outbox”



13. The message will be sent the next time you initiate a Winlink session. You can do this by selecting the type of session you want in the “Open Session” selection box. If sending via the internet, simply choose “Telnet Winlink” and click “Open Session”.



14. Once you’ve opened the appropriate type of sessions, click “Start” in the session window.



15. Once completed, click “Exit” on the session window. Your “Outbox” should now read “0”.  
Outbox (0)